

# **SEMI-PUBLIC WALDO: HOW TO REPORT LEAD INVESTIGATIONS**



**Department of Health and Family Services  
Division of Public Health  
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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/MaintFacility?COMMAND=gov.wi.state.hfs.waldo.command.MaintFacility&id=109561&submit=view Go

View details and list of registered units for the selected facility.

**Option 1.** Select a unit from the list to view its registry details.  
**Option 2.** Click the Back button to return to Facility Search  
**Option 3.** Click the Add button to add a registered unit for this facility.

<b>Facility Id</b>	109561
<b>Facility Name</b>	TEST RESIDENCE
<b>Facility Type</b>	Lead Registry
<b>Number Of Units</b>	1
<b>Street Address</b>	1 W WILSON ST
<b>City</b>	MADISON
<b>State</b>	Wisconsin
<b>Zip</b>	53702-0033
<b>Occupancy Type</b>	Owner Occupied
<b>Owner</b>	UNKNOWN PROPERTY OWNER
<b>Contact Person</b>	
<b>Contact Information</b>	

**TEST RESIDENCE Units**

Unit Id	Unit Number	Common Area Description	Street Address	City
<a href="#">109356</a>	ALL UNITS	Entire Property	1 W WILSON ST	MADISON
<a href="#">109609</a>	4	All interior and exterior areas associated with the unit, including stairways, porches, laundry and parking facility, but excluding locked furnace room.	1 W WILSON ST	MADISON
<a href="#">109610</a>	2	All interior and exterior common areas associated with the unit, including stairways, halls, porches, laundry, parking facility, but excluding locked furnace room	1 W WILSON ST	MADISON

<< Back Add Unit

Done

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Local intranet 11:00 AM

**1. Follow instructions in “How to Find a Facility and Unit of a Facility”.**

**2. Select the facility.**

**3. On the Facility View screen, click on the Unit ID to select the unit where the lead investigation was conducted.**

**If the entire building was included in the investigation, select “ALL UNITS”.**


**If more than one unit was included in the investigation, but not the entire building, report a separate lead investigation for each unit included in the investigation.**

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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address Links


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**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

**Unit View**

**Option 1.** Click the Report Lead Investigation button to submit lead investigation results for this unit.  
**Option 2.** Click the View Certificate button to view the lead-safe and/or lead-free certificates for this unit.  
**Option 3.** Click the Registry Property button to register a lead-safe and/or lead-free certificate for this unit.

<b>Unit Number</b>	202
<b>Common Area Description</b>	this is a test to see how many characters can be entered into the common area description. this is a test to see how many characters can be entered into the common area description. this is a test to see how many characters can be entered into the common area description.
<b>Street Address</b>	1 W WILSON ST
<b>City</b>	MADISON
<b>State</b>	Wisconsin
<b>Zip</b>	537020033

<< Back   Report Lead Investigation   View Certificates   Register Property

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Done Internet

4. Verify that you have selected the correct facility and unit.


5. Click on "Report Lead Investigation".

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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://webapp01.dhfs.state.wi.us/public\_waldo/app/Investigation

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Home | Help | Log Off

**Search Facility Add Report Lead Investigation**

Enter information in the following fields to add a Lead Investigation to the registry. Then, click the Preview button.

\* indicate required fields.

Investigator Company Id	23430 *
Investigator Id	15 *
Investigator Discipline	Hazard Investigator -- Lead *
Investigation Id	71
Unit Number	null
Facility Street Address	2724 N 24TH ST
City	MILWAUKEE
Date Investigation Completed	April 1 2003 *
Investigation Type	Lead Risk Assessment *
LBP/Hazard present	<input type="radio"/> Yes <input checked="" type="radio"/> No *

Preview

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## 6. Complete all fields.

Investigator Company ID - Number issued by DHFS, as appears on company certification. Do not include "HFS"

Investigator ID - ID number issued by DHFS, as appears on certification card. Do not include prefix such as LII, LHI or LRA.

After you have completed all fields, check your work for accuracy, then click on "Preview".




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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://webapp01.dhfs.state.wi.us/public\_waldo/app/MaintPropertyUnitInvestigation Go Links >>

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Home | Help | Log Off

▪ Search Facility Add Report Lead Investigation

Enter information in the following fields to add a Lead Investigation to the registry. Then, click the Preview button.

\* indicate required fields.

**The following information is required/incorrect:**

- Person Not Qualified for Investigation on Your Selected Discipline

Investigator Company Id	23430	*
Investigator Id	15	*
Investigator Discipline	Sampling Technician -- Lead	*
Investigation Id	73	
Unit Number	ALL UNITS	
Facility Street Address	14 N WOODMONT CIR	
City	MADISON	
Date Investigation Completed	March 14 2002	*
Investigation Type	Hazard Screen	*
LBP/Hazard present	<input checked="" type="radio"/> Yes <input type="radio"/> No	*

Preview

Done Internet


You will be given this message if you do not provide correct ID numbers or if appropriate certification was not in effect on the date the investigation was completed.

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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://webapp01.dhfs.state.wi.us/public\_waldo/app/MaintPropertyUnitInvestigation Go Links >>

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Home | Help | Log Off

[Search Facility](#) [Add Facility](#) **Report Lead Investigation Preview**

Review the following investigation report information. If accurate, click the Save button. Or, click the Edit button to make the additional changes.

Investigator Company Name	WI-DHFS ASBESTOS AND LEAD SECTION
Investigator Id	15
Person Name	MS. PAM J CAMPBELL
Investigator Discipline	Hazard Investigator -- Lead
Investigation Id	71
Unit Number	null
Facility Street Address	2724 N 24TH ST
City	MILWAUKEE
Date Investigation Completed	04-01-2003
Investigation Type	Lead Risk Assessment
LBP/Hazard present	no

Edit Save

**7. Carefully review all information on this screen.**

**8. If the information is correct, print this screen, then click on "Save" to submit the information.**

**You cannot view or correct this information after you save it.**

**If information is incorrect, click on "Edit" to make corrections. (See next page.)**

**9. To add another investigation, click on "Search Facility" and go back to the beginning of the instructions.**

Done Internet




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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://webapp01.dhfs.state.wi.us/public\_waldo/app/Investigation Go Links >>

 Wisconsin Department of Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

**Search Facility Add Report Lead Investigation**

Enter information in the following fields to add a Lead Investigation to the registry. Then, click the Preview button.

\* indicate required fields.

Investigator Company Id	23430	*
Investigator Id	15	*
Investigator Discipline	Hazard Investigator -- Lead	*
Investigation Id	71	
Unit Number	null	
Facility Street Address	2724 N 24TH ST	
City	MILWAUKEE	
Date Investigation Completed	April 1 2003	*
Investigation Type	Lead Risk Assessment	*
LBP/Hazard present	<input type="radio"/> Yes <input checked="" type="radio"/> No	*

Preview

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Internet

10. If you click on “Edit”, you will be taken back to the data entry screen, where you can change information you entered before.

11. Click on “Preview” after you have made your corrections and go back to Step 7 on the previous page.